Summary model OER Master 2020-2021

The OER are the program and examination regulations of your program. In these regulations, the content of your degree program and the corresponding tests/examinations are mentioned. You can also find the rules that apply to the degree program in the OER. Think of things like how you register for courses, how long an exam is valid, etc.

This document is a summary of the text of the OER model that applies to all master's programs at Eindhoven University of Technology (hereinafter referred to as: TU/e). No rights can be derived from this. The established OER of your degree program are always the applicable document, so make sure you consult them for the exact rules.

The OER of each master's program are determined by the board of the relevant department of the TU/e.

This OER applies with effect from September 1, 2020, with the exception of Articles 3.7 and 3.8 (which deal with enrolment for education). These articles have been in force since August 1, 2020.

The OER can only be changed if this does not demonstrably harm your interests. An amendment never applies retroactively. If necessary, a transitional arrangement will be laid down in the event of an amendment.

TU/e Code of Conduct for Scientific Integrity
As a TU/e student, you must adhere to the Code of Conduct for Scientific Integrity. For this you have to sign a declaration at 3 moments:
- in the first half of your program;
- at the start of your graduation project;
- at the delivery of your graduation project.

If you violate the code of conduct, a report can be made to the complaints committee for scientific integrity.

Admission to the degree program
You may only enroll in a master's program if you have direct access to it. Access is given under the following provisions:
- you have a certificate of a bachelor's program (see Appendix 1 under m of the OER for which bachelor's programs this applies);
  or
- you have a certificate of admission from the Department Board (see Article 2.1(2) and Appendix 1 under l of the OER);
  or
- you have a statement from the Examination Committee of your bachelor's program (see Sections 2.2 and 5.3, 2nd paragraph of the OER and Section 5.2 of the OER of your bachelor's program).

If you meet the requirements, are enrolled for a continuous period at the TU/e and have you completed a TU/e bachelor's program or a TU/e transition program, you can enroll in the contiguous master's program every first day of the next month.
If you are a non-TU/e bachelor’s student or have completed a TU/e competence-oriented bachelor’s program, and if you meet the requirements, you can enroll on September 1 and February 1 of each academic year.

**Structure and content of the study**

*Language*

The teaching of your master's program will be entirely in English. The tests, CAs and exams are also held in English.

Only the master’s programs of Biomedical Engineering and of Science Education and Communication are taught partly in Dutch and partly in English. The tests and examinations are also conducted in Dutch and/or English.

*Appendix*

Appendix 1 of the OER contains the specific training provisions for your master's program. Among other things, you will find information about the content of your thesis, the study load of (elective) courses, which electives you can take, the arrangement of practical exercises, the number and form of exams, and information about the way in which courses are evaluated.

Appendix 2 of the OER contains the rules and procedures of the associated pre-master’s program, and Appendix 3 contains the content of the pre-master's program.

Your degree program has a nominal study duration of 2 years. This consists of 120 credits:

- Core courses (maximum 30 credits).
- Specialist electives (see Appendix 1 of the OER). These will only be added to your program of examinations after advice from your mentor.
- Free electives at master's level (minimum 15 credits).
- A graduation project of 30 or 45 credits (depending on your degree program).

It is strongly recommended that you gain international experience for a minimum of 15 credits.

The program of examinations must be approved by the Examination Committee of your degree program.

A student who has not yet taken the diagnostic test for professional skills on or after September 1, 2020, but whose test is part of the program of examinations, is exempt from this requirement.

*Mentor*

During your master's program, you will be supervised by a mentor, who will (at least) guide you in completing your specialist electives, the completion of your program of examinations/PDP, and an interview with you on the basis of the professional skills development plan you have drawn up.

*Exam program*

Before the start of your graduation project you indicate which electives you want to include in your degree program. You also submit your program of examinations, with the advice of your mentor, to the Examination Committee for approval. The Examination Committee checks the program of examinations for coherence and level, and whether it meets the requirements of a master's program.
**Sign up for courses**
You have to sign up for courses yourself. You may apply for a maximum of 20 credits per quarter. Do you want to do more? Then you need permission from the exam committee. There is a deadline of 5 working days for the first quarter and 20 working days for the other quarters. For courses that are concluded with a competency assessment (CA) you have to register via OSIRIS no later than June 1 for the first quarter and no later than December 1 for the third quarter. If you do not want to follow a course, you have to deregister in OSIRIS before the start of a quarter.

For registration after the deadline, see Article 3.8 of the OER.

You may be eligible for an exemption. In that case you do not have to follow the course. The procedure can be found in Article 3.10 of the OER; the conditions can be found in the regulations of the Examination Committee.

**TU/e Honors Academy**
If you are looking for an extra challenge in addition to the regular degree program, there is an honors program. More information about the application and selection procedure, admission and set-up can be found [here](#).

**Testing**
You have the opportunity to take an exam or CA per course at least 2 times per academic year. The schedule for the 1st and 2nd quarter will be announced no later than August 15, the schedule for the 3rd and 4th quarter on December 15. In special cases, the department board may decide to deviate from this schedule up to 8 weeks before the examination or CA. You will hear this as soon as possible.

Oral exams and (parts of) CAs are planned in consultation with you as much as possible. During a test 2 exam-authorized teachers or an exam-authorized teacher and a subject matter expert are present.

You must be able to identify yourself before or during an exam or CA with your campus card or a valid identification document. If you can’t do that, you are not allowed to participate.

**Sign up for exams and CA's**
You may only participate in an exam or a CA if you are enrolled in the master's program. If you are you a bachelor or pre-master’s student, you may participate if you meet certain strict conditions. These conditions can be found in Article 5.2 of the OER of your bachelor's program. In that case, any course you have passed will appear on your bachelor’s degree certificate and not on your master's degree certificate.

If you are enrolled for a course, you are enrolled for the examination/CA. In other cases, you need to register via OSIRIS at the latest 10 working days before the exam period. You can register for the exams in quarters 1 and 2 from at least August 15 prior to each academic year and for quarters 3 and 4 from at least December 15. If you failed to register, your work will not be assessed, unless you had a special personal reason. The Examination Committee will then decide on this.

If you register too late, you can register up to 5 working days before the exam period for a fee. Up to 5 working days before the start of the exam period you can withdraw for an exam. If you do so too late, you fail the exam.

If you don't show up or you don't hand in your CA product before the deadline, you fail that course.
If you fail 4 times for an exam of the same course, or fail 2 times for a CA, then before you sign up for a next time, you first need to make arrangements with your academic advisor about your study approach on the basis of an individual study plan drawn up by you.

**Assessment of exams and CAs**
For each examination, CA or practical exercise the assessment standards are announced, at the latest at the start of the examination. For each exam, the distribution of points for the questions are announced as well.

The grade of an exam is expressed in whole numbers, according to the grading scale 0 to 10. If you have a pass grade (6 or higher), you have passed. The results of a CA are expressed in H (Hold: insufficient, no promotion), C (Hold under conditions), P (Promotion: sufficient, promotion) and E (Promotion with excellence).

The grade of your graduation project is expressed in half numbers, on the assessment scale 0 to 10. If you obtained a grade of 6 or higher, you have passed.

**Review periods**
Results of exams are announced to you within 15 working days after the end of the exam at the latest. The final verdict of a CA is announced to you within 5 working days. You will receive the grade of a verbal test the next working day at the latest.

If an examiner cannot meet these deadlines due to special circumstances, the examiner will report this to the Examination Committee, which will inform you as soon as possible and state the time period within which the result will be made known.

You have the right to inspection and the possibility to discuss the results at least 20 working days after the grade has been announced. See Articles 5.8 and 5.9 of the OER.

The period of validity of an examination result and CA result is in principle unlimited. The Examination Committee can make exceptions to this.

**Final examination**
Once you have completed all parts of your program of examinations, you will have passed the degree program and you will receive the master’s degree (certificate). The Examination Committee determines whether you meet all the requirements. This is officially called taking your master's final exam.

The date on the diploma is the date of your last educational activity. If you do not yet wish to receive your diploma, you can submit a request for postponement to the Examination Committee of your degree program.

It is possible to take the master’s final exam every month, except in July.
If you meet certain requirements, you can graduate 'cum laude'. These requirements can be found in Article 6.4 of the OER.

**Tutoring and study progress**
You are entitled to study guidance from an academic advisor. An academic advisor (usually) gives you solicited and unsolicited advice about your study progress, study planning and study approach. An academic advisor can also refer you to student advisors, student counsellors or confidential counsellors if there is reason to do so, and points out options for extra support.

**Studying with a functional impairment**
If you have a functional impairment and would like to apply for adapted education or adapted exams, CAs or special facilities, you must do so in writing, if possible 12 weeks, but no later
than 5 weeks before you participate in a course, exams or CAs. You submit this request to ESA together with the documents needed to assess your request. ESA will send your request with the advice of the student counselors to the department board or the Examination Committee of your degree program (depending on the content of your request). The department board or the Examination Committee will decide on your request. You will receive this decision within 20 working days after receipt of your request.